

**Town of Concord**

**APP #41**  
**Employment and Services**  
**for Disabled Persons**

The Town of Concord is an Equal Opportunity employer, and does not discriminate against the handicapped in its employment practices or services. This statement has been established to confirm the Town of Concord's policy of non-discrimination and to comply with the requirements of the Americans with Disabilities Act (ADA) and the Federal Rehabilitation Act of 1973, and the laws of the Commonwealth of Massachusetts. Federal and State law define a disabled person as one who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

In harmony with this commitment, the Town of Concord will assure that all agencies under its direction shall:

- 1) Recruit, hire, train and promote for all job classifications without regard to disability status; base all such decisions on the individual's qualifications and ability to perform, with reasonable accommodation, the essential functions of the job assigned;
- 2) Administer personnel actions such as compensation, benefits, transfers, layoffs, return from lay off, Town-sponsored training, and social and recreation programs without regard to disability status; and insure that individuals are afforded opportunity for upward mobility and that decisions on promotions are made in accord with principles of equal employment opportunity.

To meet this commitment, the following actions have been taken:

- 1) The Deputy Town Manager has been designated coordinator of compliance efforts;
- 2) The Town has announced this policy in newspaper notices and public postings;
- 3) The Town has adopted a municipal grievance procedure (outlined in APP #5);
- 4) The Town has completed its evaluation of handicapped accessibility to Town programs and services; has determined changes necessary to achieve compliance; and continues its program of implementing these changes.